

COMPENSATION BOARD MINIMUM CRITERIA
FOR MASTER JAIL OFFICER PROGRAMS
IN REGIONAL JAILS

Prepared by the
Compensation Board
November 15, 1994
Compensation Board Chairman

Amended May 1, 1997
Amended December 21, 1999
Amended May 25, 2005
Amended November 30, 2005

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Virginia Acts Of Assembly - 1994 Session

Chapter 966

An Act to appropriate the public revenue for the two years ending, respectively, on the thirtieth day of June 1995, and the thirtieth day of June 1996.

Authority

Title 2.1, Chapter 35.2, Articles 1 through 6, Code of Virginia
Item 624, paragraph P:

1. Out of the amounts for compensation supplements shall be provided \$1,510,389 the second year from the general fund to the Compensation Board to provide for a Master Deputy pay grade. The Compensation Board shall allow one additional Compensation Board level 8 pay grade per every 10 Compensation Board level 7 deputy positions in each sheriffs office which has a career development plan for deputy sheriffs that meets the minimum criteria set forth by the Compensation Board for such plans.
2. The Compensation Board, with the assistance of the Department of Criminal Justice Services, shall develop minimum criteria for deputy sheriffs' career development plans. Such criteria shall include the selection process, minimum length of service, job performance, vehicle safety, firearms proficiency, formal education and any other criteria deemed relevant by the Compensation Board.
3. Each sheriff who desires to participate in the Master Deputy Program shall certify to the Compensation Board that the career development plan in effect in his office meets the minimum criteria for such plans as set by the Compensation Board, and that his office also has a Pay for Performance Plan which meets the minimum criteria set by the Compensation Board for such plans.
4. The Compensation Board shall submit the minimum criteria for the Master Deputy Program to the Chairmen of the House Appropriations and Senate Finance Committees by November 15, 1994.

Amendment
Chapter 924, 1997 Acts of Assembly, Item 73, Paragraph K

1. The Compensation Board shall provide for a Master Deputy pay grade to those sheriffs' offices which had certified, on or before January 1, 1997, having a career development plan for deputy sheriffs that meets the minimum criteria set forth by the Compensation Board for such plans. The Compensation Board shall allow for additional grade 8 positions, at a level not to exceed 1 grade 8 master deputy per every 5 Compensation Board grade 7 deputy positions in each sheriff's office.
2. Each sheriff who desires to participate in the Master Deputy Program who had not certified a career development plan on or before January 1, 1997, may elect to participate by certifying to the Compensation Board that the career development plan in effect in his office meets the minimum criteria for such plans as set by the Compensation Board. Such election shall be made by July 1 for an effective date of participation the following July 1.
3. Funding shall be provided by the Compensation Board for participation in the Master Deputy Program to sheriffs' offices electing participation after January 1, 1997, according to the date of receipt by the Compensation Board of the election by the sheriff, subject to appropriations by the General Assembly.

Amendment
Compensation Board Action December 21, 1999

1. The Compensation Board shall allow for additional grade 9 positions, at a level not to exceed 1 grade 9 master jail officer per every 5 of the total of Compensation Board funded grade 7 and grade 8 positions in each regional jail.

Amendment
Compensation Board Action May 25, 2005

1. The Compensation Board approved an audit procedure for the Master Jail Officer Program on May 25, 2005. The audit procedure is provided in Appendix 2 of this document.

Amendment
Compensation Board Action November 30, 2005

1. The Compensation Board clarified certain parts of the plan based upon input and recommendations of the Joint VSA/VARJ MDP Audit Committee:
 - All performance evaluations must be written.
 - Firearms qualifications score should be at least 80 or if the scoring is on a pass/fail basis, it should show pass with a letter from the Superintendent stating their verification of this.
 - The two most recent evaluations prior to selection must be above average.
 - The jail officer must receive above average performance evaluations and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Jail Officer status.

- The jail officer must complete 40 hours of specialized training prior to selection and maintain 40 hours of specialized training every two years after selection
- Training mandated by law or regulation or as a minimum job requirement for a Jail Officer shall not be considered specialized training.

Executive Summary

The 1994 General Assembly appropriated \$1,510,389 to the Compensation Board to provide for a Master Deputy/Jail Officer pay grade. The General Assembly directed the Compensation Board, with assistance from the Department of Criminal Justice Services, to develop minimum criteria for deputy/jail officer's career development plans which included the selection process, minimum length of service, job performance, vehicle safety, firearms proficiency, formal education and any other criteria deemed relevant by the Compensation Board.

The Compensation Board organized a committee consisting of eight sheriffs, a regional jail superintendent, and the Section Chief for Training and Development, Department of Criminal Justice Services. The committee reviewed career development plans in effect in sheriffs' offices, regional jails, police departments and the Virginia State Police, and considered other information available regarding such plans. Input was also received from the House Appropriations Committee and Senate Finance Committee staff.

Throughout the drafting process, legitimate concerns were raised and resolved to the satisfaction of committee members. The minimum criteria submitted by the committee were approved as recommended by the Compensation Board on September 28, 1994.

As directed by language in paragraph P, Item 624, Chapter 966, the minimum criteria established by the Compensation Board for career development plans includes the following criteria:

- The Superintendent must establish a Career Development Board.
- The Superintendent makes the final decision regarding selection of jail officers.
- The jail officer must have three years minimum service in the regional jail.
- Job performance is a criteria for competitive selection; evaluation for the past two years must be above average, and the jail officer must have no serious disciplinary actions in the previous two years.
- The jail officer must have no more than one preventable vehicle accident within the past three years.
- The jail officer must qualify with a department approved firearm with an above average score.
- The jail officer must complete specialized training in addition to the minimum required by law or regulation.
- The regional jail must have an employee performance evaluation plan in effect which meets the Compensation Board's criteria for such plans.

The Compensation Board believes that the adoption of Career Development Plans by Regional Jails, in conjunction with an employee evaluation plan, will improve the professionalism in these offices; reduce vehicle accidents, disciplinary actions and employee turnover.

Study Definition And Participants

In defining the scope of the study, the Compensation Board determined that certain differences between sheriffs' offices and regional jails necessitated separate but related plans. The Compensation Board also developed and approved the procedure by which sheriffs and regional jails could certify their participation in a career development plan which met the Compensation Board's minimum criteria. Further, the Compensation Board requested the Department of Criminal Justice Services (DCJS) to develop a model plan for use by sheriffs' offices and regional jails.

Study participants were as follows:

Bruce W. Haynes, Executive Secretary, Compensation Board
James W. Matthews, Assistant Executive Secretary, Compensation Board
Robyn M. de Socio, Budget Analyst, Compensation Board
Sheriff Robert D. Crockett, Accomack County
Sheriff R. D. Carrico, Carroll County
Sheriff E. S. Kitchen, Jr., Sussex County
Sheriff Terry W. Hawkins, Albemarle County
Sheriff A. D. Mathews, Sr., Henrico County
Sheriff James H. Dunning, Alexandria City
Sheriff Thomas N. Faust, Arlington County
Sheriff F. W. Howard, Jr., New Kent County
Superintendent Frederick D. Hildebrand, CFW Regional Jail
Ron Bessent, Section Chief, Training and Development,
Department of Criminal Justice Services

Compensation Board Minimum Criteria For Career Development Plans In Regional Jails

Policy

It is the policy of the Compensation Board to establish a master jail officer pay grade and minimum criteria for career development plans in Regional Jails as required in Item 624, paragraph P, Chapter 966, Acts of Assembly.

Purpose

The purpose of this policy is to encourage professionalism in regional jails by improving personal skills, knowledge and abilities of grade eight jail officers in order to meet department objectives and to reduce officer turnover, preventable vehicle accidents, excessive sick leave usage and disciplinary action.

Procedures

The Career Development Plan (CDP), for grade eight (8) jail officers for Regional Jails shall incorporate the following criteria:

Selection Process

- The jail officer must request consideration for participation in the CDP.
- A Career Development Board (CDB) shall be established and makes recommendations to the superintendent regarding selection.
- The decision of the CDB may be appealed by the jail officer.
- The superintendent makes the final decision regarding selection.

Minimum Length of Service

- The minimum length of service in the Regional Jail necessary to be considered for selection is three years.
- Beyond the minimum of three years service, longevity is not a criteria for selection.

Job Performance

- Job performance is a criteria for competitive selection.
- The jail officer must maintain an above average evaluation as evidenced by both of the two most recent written performance reviews and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Jail Officer status.
- The jail officer shall not be considered for selection if any job performance objective if either of the two most recent rating periods has been noted below average or below satisfactory performance.
- The jail officer shall have no more serious disciplinary action than one written reprimand within the past two years immediately preceding application for selection.

Preventable Vehicle Accidents

- The jail officer shall not have had more than one preventable vehicle accident in the past 3 years.

Firearm Proficiency

- The jail officer must qualify annually with a department-approved firearm with a score of not less than 80 for the mandatory in-service firearm qualifications course. If scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Superintendent stating his/her verification of the score. Equal consideration must also be given to the officer's judgment and actions based on the appropriate use of force.

Formal Education

- The jail officer must complete a **minimum** of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by DCJS in the 24 month period preceding selection as a Master Jail Officer after July 1, 2006. Further, in order to maintain Master Jail Officer status, a minimum of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by DCJS is required every two years. No course work or class required by law or regulation or Superintendent’s office policy taken by a jail officer as a minimum job requirement may count toward the 40 hours of specialized training. This training should be designed to enhance the officer's career as a Master Jail Officer and must be other than those required by law or regulations as minimum training requirements. The course work must be approved by the superintendent or completed at a certified criminal justice academy. Any job-related college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training. The jail officer must provide copies of official transcripts for all college credits claimed, a minimum grade of "C" must be achieved, and the credits must have been earned at a community college, college or university accredited by the State Council of Higher Education of Virginia (SCHEV), or a like institution in other states.

Attendance

- The CDP must include specific rules regarding expected use of sick leave and reporting requirements and must be consistent with the locality's policies regarding this area.

Removal

- The CDP must include a procedure for the removal of jail officers from the CDP who do not maintain prescribed minimum standards.
- The process for removal from the CDP must identify those responsible for initiating the removal actions, the procedures to appeal the removal action by the jail officer to the CDB, and grounds for removal. The Superintendent makes the final decision regarding removal.

Equal Opportunity Statement

- The CDP must include a statement that career development opportunities are available to all grade eight (8) jail officers, and that selection will be made regardless of race, religion, gender, national origin or political affiliation of officers who choose to apply.

Availability of CDP

- The CDP document in its entirety must be available to all employees of the regional jail.

Reduction of Compensation Board Grade Eight (8) Positions

- The CDP document must contain a statement that any jail officer selected for the CDP shall not have his status revoked solely as a result of a reduction in the total number of eligible grade eight (8) Compensation Board reimbursed positions in the regional jail.

Statement of Purpose

- The CDP document must contain a statement that the purpose of the CDP is to encourage professionalism in the regional jail by improving personal skills, knowledge, and abilities of grade eight (8) jail officers in order to meet department objectives, and to reduce officer turnover, preventable vehicle accidents, excessive sick leave usage, and disciplinary actions.

Scope

- The CDP document must contain a statement that the CDP is a recognition and incentive program based upon individual accomplishment and maintenance of specific criteria, and that selection in the CDP is not considered a promotion. The statement also reflects that all jail officers shall be subject to current policies and procedures, including amendments, and that established policies and procedures may be amended by the Superintendent at any time and that all financial incentives are subject to approved funding.

Employee Evaluation Plan

- The regional jail must have an employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

Additional Compensation

- The Superintendent must certify his/her understanding that 20% of grade 7 and grade 8 jail officers may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP, and additional compensation shall not exceed a 4-step (9.31%) increase in salary.

Amendments

- *Amendment:* The Superintendent must certify his/her understanding that 20% of grade 7 jail officers may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Superintendent must certify his/her understanding that 20% of the total of grade 7 and grade 8 jail officers may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.
- *Amendment:* The Superintendent must certify his/her understanding that they must meet and comply with the Master Jail Officer Audit Program put into effect May 25, 2005.
- *Amendment:* The Superintendent must certify his understanding that all performance evaluations must be written, if scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Superintendent stating his/her verification of the score, that both of the two most recent evaluations prior to selection as a Master Jail Officer must be above average, that the jail officer must receive above average performance evaluations and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Jail Officer status, the Jail Officer must complete 40 hours of specialized training prior to selection and maintain 40 hours of specialized training every two years after selection, and training mandated by law, regulation or as a minimum job requirement for a Jail Officer may not be considered “specialized training”.

Effective Date: This policy and procedures are effective November 1, 1994 and shall remain in effect unless further amended by the Compensation Board.

Amended: May 1, 1997

Amended: December 21, 1999

Amended: May 25, 2005

Amended Date: November 30, 2005

Authority: This policy and procedure have been adopted by the Compensation Board in accordance with Section 14.1-48, et seq., Code of Virginia, and Item 624, paragraph P, Chapter 966, 1994 Acts of Assembly and Item 73, paragraph K, Chapter 924, 1997 Acts of Assembly.

Approval: Compensation Board Chairman

MEMORANDUM

TO: COMPENSATION BOARD

FROM:

Superintendent

Regional Jail

RE: CERTIFICATION OF CAREER DEVELOPMENT PLAN (CDP)

The Career Development Plan (CDP), for grade eight (8) jail officers currently in effect for this regional jail incorporates the following criteria:

Selection Process

- The jail officer must request consideration for participation in the CDP.
- A Career Development Board (CDB) shall be established and makes recommendations to the superintendent regarding selection.
- The decision of the CDB may be appealed by the jail officer.
- The superintendent makes the final decision regarding selection.

Minimum Length of Service

- The minimum length of service in the Regional Jail necessary to be considered for selection is three years.
- Beyond the minimum of three years service, longevity is not a criteria for selection.

Job Performance

- Job performance is a criteria for competitive selection.
- The jail officer must maintain an above average evaluation as evidenced by both of the two most recent written performance reviews and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Jail Officer status.
- The jail officer shall not be considered for selection if any job performance objective of either of the two most recent rating periods has been noted below average or below satisfactory performance.
- The jail officer shall have no more serious disciplinary action than one written reprimand within the past two years immediately preceding application for selection.

Preventable Vehicle Accidents

- The jail officer has not had more than one preventable vehicle accident in the past 3 years.

Firearm Proficiency

- The jail officer must qualify annually with a department-approved firearm with a score of not less than 80 for the mandatory in-service firearm qualifications course. If scoring is on a pass/fail basis, the score must be a "pass" with a letter from the Superintendent stating his/her verification of the score. Equal consideration is also given to the officer's judgment and actions based on the appropriate use of force.

Formal Education

- The jail officer must complete a **minimum** of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by Department of Criminal Justice Services (DCJS) in the 24 month period preceding selection as a Master Jail Officer after July 1, 2006. Further, in order to maintain Master Jail Officer status, a minimum of 40 hours of specialized training in addition to the 40 hours mandated in-service training required by DCJS is required every two years. No course work or class required by law or regulation or Superintendent's office policy taken by a jail officer as a minimum job requirement may count toward the 40 hours of specialized training. This training should be designed to enhance the jail officer's career as a Master Jail Officer and must be other than those required by law or regulations as minimum training requirements. The course work must be approved by the superintendent or completed at a certified criminal justice academy. Any job-related college course of at least 3 credit hours may be substituted for the additional 40 hours specialized training. The jail officer must provide copies of official transcripts for all college credits claimed, a minimum grade of "C" must be achieved, and the credits must have been earned at a community college, college or university accredited by the State Council of Higher Education of Virginia (SCHEV) or a like institution in other states.

Attendance

- The CDP includes specific rules regarding expected use of sick leave and reporting requirements, and must be consistent with the locality's policies regarding this area.

Removal

- The CDP includes a procedure for the removal of jail officers from the CDP who do not maintain prescribed minimum standards.
- The process for removal from the CDP identifies those responsible for initiating the removal actions, the procedures to appeal the removal action by the jail officer to the CDB (if appropriate), and grounds for removal. The Superintendent makes the final decision regarding removal.

Equal Opportunity Statement

- The CDP includes a statement that career development opportunities are available to all grade eight (8) jail officers, and that selection will be made regardless of race, religion, gender, national origin or political affiliation of officers who choose to apply.

Availability of CDP

- The CDP document in its entirety is available to all employees of the regional jail.

Reduction of Compensation Board Grade Eight (8) Positions

- The CDP document contains a statement that any jail officer selected for the CDP shall not have his status revoked solely as a result of a reduction in the total number of eligible grade eight (8) Compensation Board reimbursed positions in the regional jails.

Statement of Purpose

- The CDP document contains a statement that the purpose of the CDP is to encourage professionalism in the regional jail by improving personal skills, knowledge, and abilities of grade eight (8) jail officers in order to meet department objectives, and to reduce jail officer turnover, preventable vehicle accidents, excessive sick leave usage, and disciplinary actions.

Scope

- The CDP document contains a statement that the CDP is a recognition and incentive program based upon individual accomplishment and maintenance of specific criteria, and that selection in the CDP is not considered a promotion. The statement also reflects that all jail officers shall be subject to current policies and procedures, including amendments, and that established policies and procedures may be amended by the Superintendent at any time, and that all financial incentives are subject to approved funding.

Employee Evaluation Plan

- This regional jail has an employee evaluation plan currently in effect that meets the minimum criteria established by the Compensation Board for such plans.

Additional Compensation

- I understand that 20% of the total of grade 7 and grade 8 jail officers may receive additional compensation reimbursed by the Compensation Board as a result of being selected for the CDP and that additional compensation shall not exceed a 4-step (9.31%) increase in salary.

Understanding of Amendments to the MDP

- I understand that all performance evaluations must be written, if scoring is on a pass/fail basis, the score must be a “pass” with a letter from the Superintendent stating his/her verification of the score, that both of the two most recent evaluations prior to selection as a Master Jail Officer must be above average, that the jail officer must receive above average performance evaluations and shall not have any more serious disciplinary action than one written reprimand within the two most recent rating periods in order to maintain Master Jail Officer status, the officer must complete 40 hours of specialized training prior to selection and maintain 40 hours of specialized training every two years after selection, and training mandated by law, regulation or as a minimum job requirement for a jail officer may not be considered “specialized training”. I also understand that this program is subject to audit as specified in Appendix 2 of the MDP document.

Signature of Superintendent

Date

Appendix 1: Master Jail Officer Allocation

Locality	FY06 Certified/ Funded 1=Yes	PROG	Grade 7/8, MD as of 3/1/05 & FY06 Alloc Pkg	MD Pos Authorized for FY06 (20%)	MD Pos Filled	Variance, Auth vs Filled
ALBEMR/CHRTVILLE JSC	1	304	67	14	13	1
FREDK CLARK WINCH RJ	1	304	76	16	10	6
MIDDLE PENN REG SECU	0	304	34	0	0	0
CENTRAL VA REG JAIL	0	304	24	0	0	0
PIEDMONT REG JAIL	1	304	43	9	8	1
PR WM MANASSAS	1	304	142	29	30	-1
NORTHERN NECK REG JL	1	304	13	3	0	3
ROCKBRIDGE REGIONAL	1	304	20	4	4	0
RAPPAHANNOCK SEC CTR	0	304	137	0	0	0
WESTERN TIDEWATER RJ	1	304	93	19	14	5
PAMUNKEY REG JAIL 6/30/99	1	304	80	16	0	16
RIVERSIDE 4/6/98	1	304	222	45	0	45
VA PENIN	1	304	73	15	16	-1
HAMPTON RDS REG	1	304	227	46	46	0
NEW RIVER VALLEY REG	0	304	96	0	0	0
BLUE RIDGE REG JAIL 6/21/00	1	304	183	37	0	37
PEUMANSEND 6/28/02	1	304	73	15	0	15
SOUTHSIDE REGIONAL JL	0	304	30	0	0	0
TOTAL	13		1,633	268	141	127

Appendix 2: Master Jail Officer Audit Program

Policy: It is the policy of the Compensation Board to selectively audit Regional Jails participating in the Master Jail Officer Program.

Purpose: The purpose of this policy is to insure that the intent of the Master Jail Officer Program, as authorized by paragraph P, Item 624, Chapter 966, 1994 Acts of Assembly and adopted by the Compensation Board on November 15, 1994, is being met by all Superintendents who certify their compliance with the provisions of the plan.

Procedure:

A. On or before July 1 of each year, the Compensation Board shall request the President of the Virginia Sheriffs' Association (VSA) and the Virginia Association of Regional Jails (VARJ) to appoint 3-5 Sheriffs and 1-2 Regional Jail Superintendents who have adopted and are funded for the Master Deputy/Jail Officer Program (MD/JOP) to serve as the MD/JOP Audit Committee.

B. On or before October 1 of each year, the Compensation Board shall randomly select Regional Jails to be audited.

C. Upon selection, the Compensation Board will notify the Regional Jails by fax and email that they have seven workdays to provide the following information in a sealed package to the Compensation Board:

- A copy of their MJOP
- A letter to the Compensation Board Chairman certifying that the named jail officers' total years of service in the Regional Jail and that the named jail officers have had no more than one preventable vehicle accident in the past 3 years
- A copy of the named jail officers' most recent firearm qualification record and score. If the firearm qualification test used a pass/fail scoring system, the Superintendent shall by letter advise the audit committee that he/she has reviewed the scoring results and that the score would be 80 or above on a numerical scoring system.
- A copy of training records for the preceding 24 months, which clearly show the 40 hours of specialized training taken by the jail officer which exceeded minimum DCJS training requirements.
- A copy of the named jail officers' two most recent written performance evaluations. If the evaluation instrument used by the Superintendent does not clearly identify the overall score as "above average", the Superintendent must inform the Audit Committee by letter that he/she considers the performance of the jail officer to be above average on both evaluations.
- For any jail officer selected after July 1, 2006, a copy of training records for the 24 months preceding selection which clearly show the 40 hours of specialized training taken by the jail officer which exceeded the minimum DCJS training requirements.

D. The information requested in paragraph C above must be received at the Compensation Board within seven workdays after notification in a sealed package. Failure to provide the information will result in the termination of the Regional Jail's participation in the MJOP.

E. The Compensation Board shall convene the MDP/MJOP Audit Committee at a reasonable time after receipt of audit materials. The Committee will meet, open the materials provided and conduct an audit. (Any member selected for audit will abstain from participating.) The Committee will recommend such action, as it deems appropriate to the Compensation Board.

F. The Compensation Board will hear such recommendations as the MDP/MJOP Audit Committee may wish to make and take such action as it deems appropriate based upon the facts provided.

Effective Date: This policy and procedures are effective May 25, 2005 and shall remain in effect unless further amended by the Compensation Board. This policy and procedures are hereby made a part of the Compensation Board's Minimum Criteria for MDP's in Sheriffs' offices and for MJOP's in Regional Jails.

waddell\sheriffs\CDP-Master Deputy(last amended Nov30,05)